

# Instructions for Speakers

## PRESENTATION FORMAT

The duration of the presentations varies for different types of lectures. For this, please refer to the [Conference Program](#) for the exact slot of your presentation. **Kindly note that the allocated time indicates only your presentation time and the majority of the sessions end with a designated time for discussion and questions from the audience.**

## PRESENTATION REQUIREMENTS

Please note your presentation should be purely scientific and no company names or products should be mentioned.

Please [click here to download a slides template](#). It is not mandatory to use this template.

## TECHNICAL SPECIFICATIONS

- **Ratio:** The aspect ratio of your presentation should be 16:9.
- **Filename:** The name of the presentation file should include the presenter's name and the presentation title. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation.
- **Format:** Presentation files will be accepted in Microsoft Office PowerPoint format only. Macintosh presentations cannot be accommodated. It is strongly recommended to test all files created with Microsoft Office (for Mac) at the Speakers' Ready Desk several hours before your presentation starts.
- **Saving files:** The presentation has to be saved on a **USB flash drive** or an **external hard disk**. *Please note there is no facility to use your own computer for delivering a*

### ***presentation.***

- **Presenter mode** will not be available during your presentation. Please print your notes in advance or come to the Registration desk and we will print them for you.
- Please note that macros should not be used, and flash-animations and Prezi Presentations are not supported.
- If you wish to add video to your Power Point presentation, please make sure to check it in the session hall during a coffee or lunch break prior to your session, at least 1 hour before the start of the session. Note: it is the presenter's responsibility to follow all copyright and fair use guidelines.

## **PRESENTATION SLIDES UPLOAD DURING THE CONFERENCE**

- As Speakers, you are requested to upload your presentation file at the Speakers' Ready Desk **at least 2 hours before the start of your session.**
- Please bring your presentation file on a memory USB drive or on an external hard disk.
- **Speakers in the morning session are strongly advised to pre-load their presentation the day before.**

Kindly note that you can upload your presentations at any time from the beginning of the conference and do not need to wait until the day of your presentation.

## **SESSION FORMAT AND SPEAKER GUIDELINES**

All session speakers are requested to come on the stage at the beginning of their session and take their designated seats. The session will start with a short introduction delivered by the session Chair who will also give the floor to each of the speakers, following their order as indicated in the program.

Each speaker will deliver their lecture. Kindly note that the **designated lecture time includes only the time for the**

**presentation.** Each speaker will have a timer in front of them and is kindly asked to respect the time frame allocated for their presentation. The Chair will also monitor the timing and has the right to interrupt the presentation if the speaker has extended their allocated time.

Once all the speakers have delivered their presentations, **a panel discussion with questions from the audience will follow.** The session chair will moderate the discussion and will close the session at the indicated program time.